



Louisiana Center Addressing Substance Use
in Collegiate Communities
Louisiana Board of Regents
1201 North 3rd Street, Suite 6-200
Baton Rouge, LA 70802
phone: 225-342-4253 □ fax: 225-342-9318

2021 LOUISIANA CORE SURVEY TIMELINE – PREPARATION TO ADMINISTRATION

TASK	MY ACTION	DUE	DONE
TASK 1: Complete and return FORM 1: Permission to Release Survey Data and Designation of LaHEC Liaison TASK 2: Complete & return FORM 2 (all schools) FORM 2a (ONLINE schools only) TASK 3: Complete FORM 3 and submit IRB Application to <u>your</u> institution.	RETURN FORM 1: <i>Permission to Release Survey Data and Designation of LaHEC Liaison</i> by EMAIL to lacasu@laregents.edu OR FAX to 225-342-9318 . Forms to be returned from this packet include: <ul style="list-style-type: none"> ○ FORM 2: Survey Methods (ALL institutions) ○ FORM 2a: Incentives for ONLINE Survey Response Form Complete and submit this packet to your Institutional Review Board (IRB) for approval of the Core Survey to be administered on your campus in Spring 2021. If no formal IRB, complete and submit the appropriate form.	Wednesday 11/18/20	
Task 4: Submit IRB Approval to the LaCASU Office	Submit IRB Approval Letter to administer the Core Survey on your campus to the LaCASU office by email at (lacasu@laregents.edu) or by fax at 225-342-9318 . *Please submit as soon as you receive approval.*	Wednesday 12/16/20	
Task 5: Survey Preparation	FORM 4: Status of Obtaining Student Sample <ul style="list-style-type: none"> ○ Work with university officials to obtain a representative/random sample of undergraduate students to be surveyed for either paper/pencil or online version. ○ Paper/Pencil Version: Finalize arrangements with Registrar, Academic Affairs or other university personnel. ○ Online Version: Finalize arrangements with IT Office for emailing surveys <ul style="list-style-type: none"> ▪ Finalize incentives where applicable. ○ Return completed form to the LaCASU office by email (lacasu@laregents.edu) or fax 225-342-9318. 	Friday 01/15/21	
Task 6: Survey Administration	Administer the Core Survey on your campus. The online portal will be open throughout the administration period and Paper/Pencil institutions can administer at any time during this time frame.	01/27/21 - 02/10/21	



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